

Agenda Item #

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DISTRIBUTION

County Board  
County Administrator  
Finance & Admin Services  
Human Resources  
Winchester House

STATE OF ILLINOIS )

) SS

COUNTY OF LAKE )

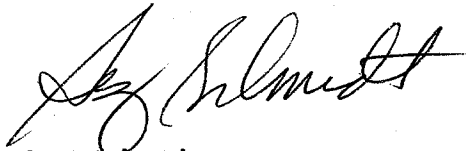
COUNTY BOARD, LAKE COUNTY, ILLINOIS

ADJOURNED REGULAR SEPTEMBER A. D., 2007 SESSION

May 13, A. D. 2008

The County Administrator, with the advice of the County Board Chairman, presents herewith a recommendation for the appointment of Anne Wagner as the Winchester House Administrator, and requests its adoption.

Respectfully submitted,



Suzi Schmidt  
Lake County Board Chairman

## **RESOLUTION**

**WHEREAS, with the vacancy of the Winchester House Administrator the County Administrator advertised the position nationally; and**

**WHEREAS, a search consultant specializing in long-term care placements talked with 205 potential applicants resulting in 36 applicants from across the country that submitted their credentials for consideration; and**

**WHEREAS, following the initial screening process, a 5 member committee formed to interview the top 5 applicants; and**

**WHEREAS, following the initial interviews, three finalists were interviewed a second time by the initial committee and by a second committee comprised of nine Winchester House employees, with the County HR Director; and**

**WHEREAS, a complete background check has been completed on Ms. Anne Wagner; and**

**WHEREAS, the County Administrator has consulted with the Chairman of the Board and the Chair of the Health and Community Services Committee and hereby recommends the appointment of Anne Wagner as the Winchester House Administrator for Lake County, and**

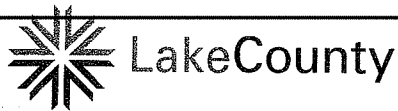
**WHEREAS, a conditional offer has been extended to Ms. Wagner pursuant to the terms of the letter attached hereto, and**

**WHEREAS, Ms. Wagner has accepted the offer pending appointment by this County Board.**

**NOW, THEREFORE, BE IT RESOLVED, by this County Board of Lake County, Illinois, that Anne Wagner be appointed Winchester House Administrator at an annual salary of \$117,212.94, with other terms and conditions of employment outlined in the Letter of Acceptance (attached hereto and made a part hereof); and**

**BE IT FURTHER RESOLVED, that said appointment shall take effect on May 13, 2008.**

**DATED, at Waukegan, Lake County, Illinois, on this 13th day of May, A. D., 2008.**



April 24, 2008

Dear Ms Wagner:

It is my privilege to offer you employment as the Winchester House Administrator in Lake County, Illinois. This offer is subject to your acceptance of the terms and conditions as specified in this letter, and subject to the terms of the Resolution appointing you. It is also subject to your appointment by the County Board.

This letter will confirm the offer of employment tendered to you on April 23, 2008, by Lake County, Illinois, for the position of Winchester House Administrator, subject to the following provisions:

<b>SALARY:</b>	Beginning salary of \$117,212.94 annually. Eligible for a salary adjustment effective December 1, 2009.
<b>LEAVE:</b>	Ms. Wagner is credited with 5 years of service so she begins accruing at the rate of 3 weeks per year effective immediately.
<b>HEALTH INSURANCE</b>	Same as all County employees.
<b>DENTAL INSURANCE</b>	Same as all County employees.
<b>DISABILITY INSURANCE</b>	Same as all County employees.
<b>RETIREMENT</b>	Same as all County employees.
<b>ASSOCIATION DUES/ PROFESSIONAL DEVELOPMENT</b>	Lake County to pay normal and reasonable professional dues and seminar and conference fees. The County does not pay for private or civic organizations.
<b>PRE-EMPLOYMENT PHYSICAL</b>	As a current employee, no medical examination is required.

Notwithstanding any policies or procedures previously set forth in County Ordinances or Rules, this position is an At-Will position. You therefore serve at the pleasure of the County Administrator. Please review the attached policy and by signing acceptance of this position you are acknowledging acceptance of the terms provided herein.

We are looking forward to you becoming a member of the County executive management team, and eagerly await the accomplishments that we will generate together. If you agree to the appointment and to the terms and conditions state above, please sign and return this letter in the enclosed envelope.

LAKE COUNTY, ILLINOIS by:

Barry Burton  
Barry Burton  
Lake County Administrator

5-1-08  
Date

Accepted by:

Anne Wagner  
Anne Wagner

5-7-08  
Date